

Temporary Employment Opportunity

Early Childhood Education / Preschool Instructors

City of Tempe / Community Services Department / Escalante Community Center

Opening Date: July 1, 2020

Closing Date: *Until needs are met.*

Hourly Wage: \$12/hour

Work Schedule: 8:30am to 12:30pm, Monday and Wednesday's and/or
8:30am to 1:30pm, Tuesday and Thursday's
School year: August 17, 2020 to April 29, 2021

This is a temporary, non-benefitted position.

Experience & Training:

- Requires a minimum of one year of elementary ed or early childhood ed experience, college coursework, and/or working knowledge of classroom instruction with students (ages 3 to 5) in a classroom setting; along with knowledge of teaching methods and behavior management skills.

Licenses/Certifications:

- First aid and CPR certification (required, or ability to obtain prior to start of school year)
- State of Arizona Food Handler's Permit (required, or ability to obtain prior to start of school year)

Essential Job Functions:

- Co-teachers work together to develop, organize and lead structured educational activities for 3 to 5-year-old students, following a themed-curriculum, and ensure a safe class environment.
- Instruct/improve student's abilities via: observing and participating in creative play, daily crafts, alphabet, numbers, colors, shapes, classroom skills, story time, music, exercise and homework practices.
- Distribute daily snack and milk/water, maintaining all proper food handling procedures.
- Maintain, set-up and clean-up of supplies, classroom, playground/gym.
- Communicate with parents, reporting and tracking student's behavior/attendance.
- Monitor, train and report on classroom volunteers.
- Practice good customer service skills and maintaining ECEP partnerships.
- Attend orientation, training and daily meetings with supervisor.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation, drug-screening and verification of identity/work authorization via City of Tempe Human Resources Department. Employment application must be completed in its entirety. Purchase of City of Tempe/Escalante Preschool staff shirt.

Selection Criteria:

Applicants whose experience and training are most closely suited to the needs of the City of Tempe will be selected for an interview.

Submit Application to:	For questions, please contact:
City of Tempe	Dolores Johnson,
Escalante Community Center	Senior Social Services Coordinator
Attn. Dolores Johnson	Phone: (480) 350-5814
2150 E. Orange Street	Fax: (480) 350-5815
Tempe, Arizona 85281	Email: dolores_johnson@tempe.gov